

APPLICATION FOR ENDORSEMENTS *OR* ENDORSEMENT PLAN (SAEP)

Elementary Keyboarding
(2 semester credits required)

Secondary Keyboarding
(10 semester credits required)

The Secondary Keyboarding endorsement *ONLY* attaches to a Secondary License
The Elementary Keyboarding endorsement attaches to Elementary and Secondary Licenses

Transcripts must be attached to verify applicable course work

Last Name		First Name		Middle Name	Date	SS # or CACTUS ID #
Home Address		City		State	Zip	Work Phone ()
Email Address						Home Phone ()
Current Teaching/License Status						
<input type="checkbox"/> Not Teaching OR Teaching at: (School) _____ (District) _____						
Educator License(s) held: <input type="checkbox"/> Elementary Education <input type="checkbox"/> Secondary Education						
Check only one	<input type="checkbox"/> I am requesting the ____ Elementary Keyboarding or ____ Secondary Keyboarding endorsement. All credits have been completed and the appropriate documentation is attached. An endorsement evaluation fee of *\$35.00 is enclosed. OR					
	<input type="checkbox"/> I am submitting a State Approved Endorsement Plan (SAEP) for the ____ Elementary Keyboarding or ____ Secondary Keyboarding endorsement. Course requirements will be completed within the timeframe identified in the plan. An endorsement evaluation fee of *\$30.00, paid by my School District , is enclosed.					

The **Elementary Keyboarding** endorsement authorizes the instructor to teach **3rd, 4th, 5th, and 6th Grade Keyboarding**
The **Secondary Keyboarding** endorsement authorizes the instructor to teach **Keyboarding I and Keyboarding Applications**

Course Information		Elem Cr	Sec Cr	Year	Institution	Course #	Credits
Required	USOE-sponsored Elementary Keyboarding Methods	2					
	USU: BIS 3400 - Methods of Teaching Keyboarding and Microcomputing		2-3				
	SUU: BE 4950 – Teaching Office/Computer Information Subjects						
	WSU: TBE 3610 – Methods of Teaching Business/Marketing Education						
	UVSC: BUS 4200 – Methods of Teaching Keyboarding and Computer Apps						
	USOE-sponsored Secondary Keyboarding Methods (by permission only)						
Course Information				Year	Institution	Course #	Credits
Electives	Word Processing						
	Presentations Software						
	Desktop Publishing Software						
	Data Processing Software						
	Web Browser and Editor Software						
	Multimedia or Networking Software						
	Other (Specify):						
Total Credits Required		2	10	Total Credits			

Signature of Applicant	Date
X	

Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Quality and Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752
\$35.00 endorsement fee or \$30.00 SAEP fee must be included with this application (*see information above)

----- **Information below to be completed by USOE personnel** -----

Endorsement Recommended	SAEP Approved for ____ years <input type="checkbox"/> SAEP not approved ____ work credits ____ course credits ____ total credits
	CTE Specialist Signature _____ Date _____
	Endorsement Awarded
	CTE Specialist Signature _____ Date _____